



CALIFORNIA INSTITUTE FOR REGENERATIVE MEDICINE

TO: ALL CIRM STAFF AND ICOC MEMBERS
FROM: WALTER BARNES, CHIEF ADMINISTRATIVE OFFICER
SUBJECT: TRAVEL EXPENSES
DATE: 12/22/2005

Attached (below) are new rules and modifications to existing rules regarding travel expenses that were approved by the Independent Citizen's Oversight Committee (ICOC). These are effective December 6, 2005, the date they were approved.

I am currently working on a document that will merge together the original rules approved by the ICOC, and any new, modified or addendums that have been adopted. That should make it easier to understand them. In the meantime, if you have any questions do not hesitate to contact me at (415) 396-0107 or wbarnes@cirm.c.a.gov.

Modifications to Travel Policy Background Information

Background

The ICOC has generally adopted the UC travel reimbursement policies for reimbursement of travel expenses incurred by ICOC members, CIRM staff and Work Group Members. However, we have made it a policy to come back to the ICOC for approval of new specific reimbursements and modifications to reimbursement policies already approved and informing you of new internal policies. We will be presenting one new policy, two modifications and information on an internal process for Out of State/Country travel.

Information

Interview and Relocation Expenses:

Once funding from BANs or Bonds is received, the CIRM will be doing outreach to fill a number of positions, mostly scientific. Currently there is no specific policy or procedures for reimbursing candidates for the costs of transportation to participate in interviews. In addition, there is no specific policy or procedures to reimburse the costs of relocation to accept a position with CIRM. A proposal for such policies and procedures, based on the UC rules, is attached.

Modifications to Current Policies: In addition, there are two current policies that need modification as follows:

Contracted Meals: Currently the travel reimbursement policy allows for CIRM to contract for lunches provided to ICOC members and CIRM staff attending an ICOC meeting or subcommittee meeting. This policy was developed when the ICOC was only meeting during the day. However, there are instances when such meetings could be held in the morning or in the evening.

Therefore, it is recommended that the policy be revised to substitute “meal” for “lunch”.

Light Refreshments and Meals Provided to Persons who are Not Members of ICOC, CIRM Staff or Members of Working Groups: Currently the travel reimbursement policy allows for providing light refreshments or meals (up to \$12 for light refreshments, \$18 for breakfast, \$30 for lunch and \$45 for dinner) in specific limited circumstances – usually involving a business meeting. (Generally the light refreshments or meals are contracted.) However, ICOC members and CIRM staff that attend the same meeting are not eligible under this policy and can only be reimbursed if they are on travel status.

Therefore, it is recommended that when such meetings are held (cost must be approved in advance by the President of CIRM) that the reimbursement include the ICOC members and CIRM staff who are required to attend the same meeting.

Out of State/Country Travel:

CIRM currently does not have a specific policy or procedures for approving and reimbursing CIRM staff and ICOC members for travel on CIRM business outside of California to another state or country. A proposal for such a policy and procedures is attached. Reimbursement levels for travel outside the state or outside of the country are at the same amounts and subject to the same limits as travel inside of California. This policy conforms to the procedures used by all other state agencies. Therefore it can be implemented internally but is presented for information.

Allowable Expenses Related to Interviews or Relocations: Policy and Procedures

Policy

It is the intent of California Institute for Regenerative Medicine (CIRM) to recruit and hire the best possible personnel. In order to facilitate recruiting, the reasonable actual costs related to interviewing for CIRM positions and relocating to accept employment can be reimbursed if approved in advance by the President of CIRM.

Interviews

CIRM may reimburse the following actual travel expenses related to attending an interview:

The cost of transportation to and from the interview using the lowest cost alternative: airline (coach only), train (coach only) or rental or personal car (\$.485/mile). In addition, the actual cost of taxis to and from the airport or train station and the actual cost of parking and tolls are allowed. Transportation services (e.g., private car and driver) will not be reimbursed.

The cost of lodging and meals may be reimbursed in accordance with the reimbursement rules for ICOC members and CIRM staff.

Approval must be obtained from the President prior to making a commitment to the interviewee to pay such expenses (a suggested format is attached). When the trip is over, the interviewee should file a claim using STD 262 (Travel Expense Claim). Receipts for all items except meals and transportation costs of less than \$5.00 must be attached. Also, a copy of the prior approval by the President must be attached to the claim. A "fill and print" version of STD 262 is available on the CIRM web site.

Relocations

CIRM may reimburse the following actual non-taxable travel expenses related to relocation by a new employee to accept a position with CIRM or relocation by an existing CIRM employee in order to continue employment with CIRM:

- The cost of transportation for the new/relocated employee and members of the employee's household from the current residence to the new residence using the lowest cost alternative: airline (coach only), train (coach only) or rental or personal car (\$.22/mile). In addition, the actual cost of a taxi ride from the airport to the new residence or CIRM headquarters, tolls and parking during the relocation may also be reimbursed. Transportation services (e.g., private car and driver) are not allowed.

- The costs of lodging (but not meals) for the new/relocated employee and members of the employee's household during the relocation from the individual's current residence to the new residence may be reimbursed in accordance with the reimbursement rules for ICOC members and CIRM staff.
- The actual costs incurred for packing, insurance, transportation, storage fees (not to exceed 30 calendar days), transporting items to and from storage, unpacking and installation of the individual's household effects at the new residence may also be reimbursed.

Relocation expenses will only be allowed when the following three tests are met:

- The move must be made in connection with the commencement of work at a new job location and the moving expenses must be incurred within one year from the time the new/relocated employee first reports to the new job.
- During the 12-month period immediately following the move, the new/relocated employee must be employed full time at the new job for at least 39 weeks.
- The new job location must be at least 50 miles farther from the new/relocated employee's former principal residence than the former principal job location was from the former residence.

Approval to pay any relocation expenses must be obtained from the CIRM President prior to making a commitment to the individual to pay such expenses (a suggested format is attached). The new/relocated employee should file a claim using STD 262 (Travel Expense Claim). Receipts for all items except transportation costs of less than \$5.00 must be attached. Also, a copy of the prior approval by the President must be attached. A "fill and print" version of STD 262 is available on the CIRM web site.

The President may allow other relocation expenses to be reimbursed for new/relocated employees, such as: meals during the trip to the new location, connecting and/or disconnecting of utilities (excluding refundable deposits), transportation of domestic pets, house seeking at the new location, etc. However, the reimbursement of such expenses is considered taxable by the Internal Revenue Service and will be reported by CIRM on the employee's W-2 statement in the year for which it is received.

General

Actual expenses to attend an interview or to relocate which exceed the total estimate by 10% will not be paid unless approved by the President.

Whenever possible, both interviewees and relocating individuals should be required to use transportation and lodging acquired for them by CIRM staff using the state travel agency.

Suggested Format for Prior Approval To Claim Costs Related to an Interview

This authorizes you to be reimbursed for the following estimated costs needed to attend an interview for the position of _____ at location _____:

-	Method of Transportation:		
	Airline	\$	_____
	Train	\$	_____
	Rental Car	\$	_____
	Private Car (@ \$.485/mile)	\$	_____
	Total Transportation		\$ _____
-	Lodging	\$	_____
-	Meals	\$	_____

You will be reimbursed for the actual costs of the expenses listed above, provided that they do not exceed the total estimate by 10%. If transportation and lodging are arranged for you by CIRM staff, the full cost will be paid by CIRM.

Approved,

 Date
Zach Hall, President

Out-of-State Travel Policy and Procedures

Policy

Conferring with other persons, associations or organizations outside of the state or out of the country may be of assistance to furthering the work, and achieving the goals, of the California Institute of Regenerate Medicine (CIRM). Therefore, reasonable and necessary travel expenses should be allowed to Independent Citizens Oversight Committee (ICOC) members and CIRM staff for this purpose.

Reimbursable Expenses

The ICOC has adopted reasonable and necessary travel expense allowances for travel by ICOC members and CIRM staff within California. These same travel expense allowances can be used for the costs of approved trips out of the state or out of the country.

Prior Approval by the Department of Finance

The Department of Finance is required to approve in advance any out of state or out of country trip. There are two ways that can be done:

Creation of a Blanket: The Department of Finance can approve a number of trips requested by CIRM for proposed travel out of the state or country. Once this approval is given, the trips can be used for any trip (including one for a different location or purpose) with the approval of the following:

CRIM Staff	Approval by the President of CIRM
ICOC Members	Approval by the Chair of the ICOC

The Office of Administration will develop the proposed blanket of trips, in consultation with CIRM staff and the ICOC, and obtain approval from the Department of Finance. Trips in the blanket will be given an identifying number and the Office of Administration will track the status of trips as they are used.

Individual Trip Approval: The Department of Finance must approve each individual trip if there is no blanket. Such a request also needs to be approved by either the President or the Chair as noted above. The individual trip request should be prepared using STD 257. Once it is completed and signed by the President or Chair as appropriate, the Office of Administration will submit it to the Department of Finance for approval.

Note: The Department of Finance is required to approve out of state/country trips by one of these methods regardless of whether CIRM funding is used to pay for the costs of the trip, if the trip is for CIRM or ICOC-related business. Thus the Department of

Finance is required to approve a trip that is fully paid for by another public or private agency if the person traveling will be performing CIRM or ICOC-related business.

Procedure

Once you have obtained approval by the President or the Chair as appropriate, a trip from the blanket will be assigned by the Office of Administration or an Individual Trip request must be prepared and submitted to Office of Administration.

You may make travel arrangements while the trip approval is being obtained but the approval is necessary before the expenses are incurred.

Once the trip is over, a claim for allowable costs using the STD 262 should be prepared and submitted for approval. A copy of the Individual Trip Request should be attached in addition to all normally required documentation. If the trip comes from a blanket, a number will be assigned which should be noted in Section (11) of the STD 262.